

Figure I.6: Success Tool—Document for Planning Ahead

Instructions: This tool is meant to remind you to plan and take the necessary steps to facilitate success. Think about each step, who is needed and responsible for it, and when the work is to be completed.		
Action Step	Person or People Responsible	Due Date
1. Agree on when the team will meet next and send a calendar invitation to all team members.		
2. Read chapter 1 and jot down your initial thinking related to the idea hubs and success tools. Come prepared to discuss.		
3. If you are reflecting on a current improvement process, print or distribute the current improvement plan and a succinct summary of the process used to develop the plan so the team may reflect on current practices and those recommended throughout the chapters.		